

Bookmarks in the Power BI service

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APPLIES TO:  Power BI service for *business users*  Power BI service for designers & developers  Power BI Desktop  Requires Pro or Premium license

Introduction to bookmarks

A bookmark captures the state of a report page. It includes the settings you've made to filters, slicers, and visuals on that page. After the report page is set the way you want, give it a friendly name. Now you can easily return to that state of the report page. Select a bookmark, and Power BI takes you back to that view.

Types of bookmarks

There are two types of Power BI bookmarks: *personal* and *report*. *Report* bookmarks are added to reports by report *designers*. When the designers share their reports with colleagues, the bookmarks travel with the report. Everyone who can open and view that report can also see and use the report bookmarks. *Personal* bookmarks can be created by anyone who can open a report, they don't even require edit permissions. However, if you create personal bookmarks and share your report, the personal bookmarks don't travel with the report. Personal bookmarks are for your use only.

Tip

There are some ways for you to share your personal bookmarks with others. See [Sharing personal bookmarks](#) later in this article for tips and tricks.



This article explains how to create and use *personal* bookmarks. It also explains how to interact with *report* bookmarks that have been created by others and shared with you. Viewing shared reports and report bookmarks requires one or both of the following prerequisites:

- a Power BI Pro or a Premium Per User (PPU) license [Which license do I have?](#)
- for the report to be saved in Premium capacity and shared with you.

If you're designing reports and creating report bookmarks for others to use, see [Create report bookmarks](#).

Other articles about bookmarks


- In the Power BI service and Power BI Desktop, report owners can create *report bookmarks*. For more information, read about [report bookmarks](#).
- If you have edit permissions to the report, you can quickly build a [bookmark navigation experience](#). Bookmark navigation is available for both personal and report bookmarks. Each bookmark is converted to a customizable button or dropdown menu.

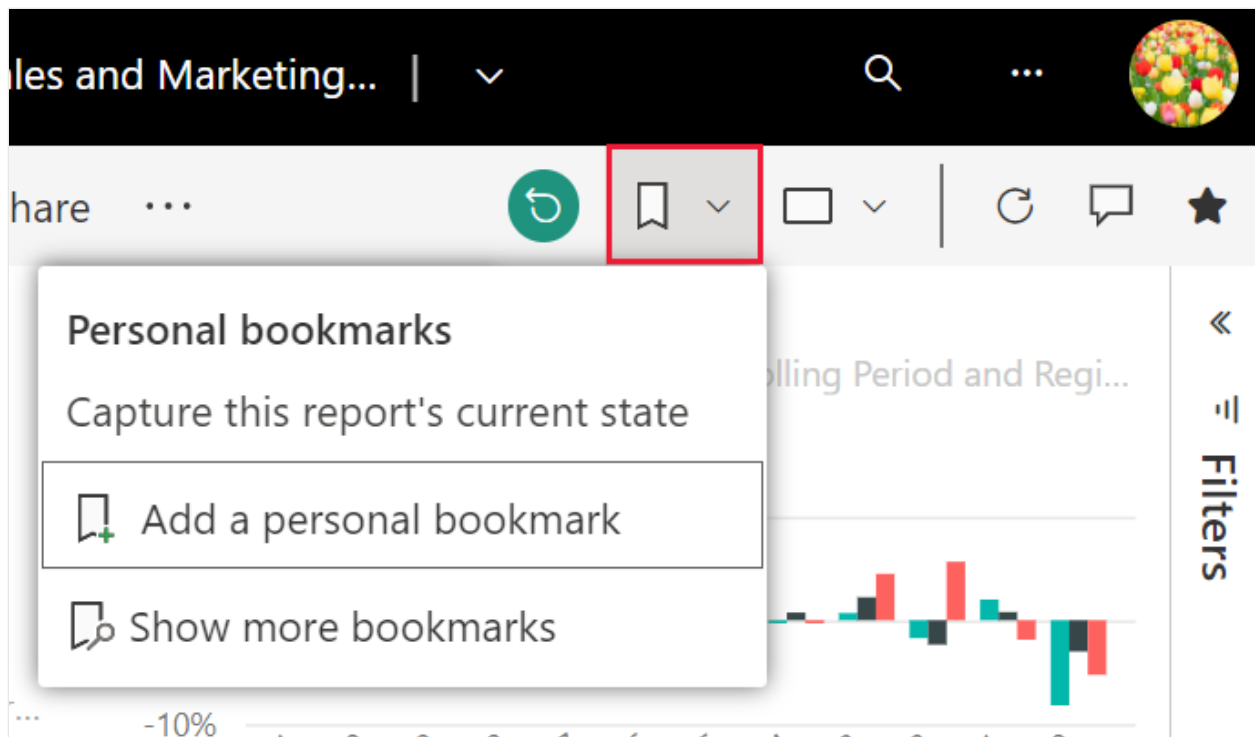
Use personal bookmarks to save insights and build stories in Power BI

There are many uses for personal bookmarks. If you discover an interesting insight and want to preserve it, create a personal bookmark so you can return later. If you need to leave and want to preserve your current work, create a personal bookmark. You can even make a personal bookmark your default view of a report, so each time you return that view of the report page opens first.

You can also create a collection of personal bookmarks and arrange them in the order you want. Then you can step through each bookmark in a presentation to highlight a series of insights that tell a story. This feature works like a slideshow, where you select an arrow to go forward or backward. There's a limit of 20 personal bookmarks per report. For more information about creating a bookmark slide show, see [Bookmarks as a slide show](#).

Open the Bookmarks pane

To open the **Bookmarks** pane, start on a report page and select the bookmarks icon  and choose either **Add a personal bookmark** or **Show more bookmarks**.



Create personal bookmarks in the Power BI service

If you can view a report, then you can also add personal bookmarks. The maximum number of personal bookmarks per report is 20. When you create a bookmark, the following elements are saved with the bookmark:

- The current page
- Filters
- Slicers, including slicer type (for example, dropdown or list) and slicer state
- Visual selection state (such as cross-highlight filters)
- Sort order
- Drill location

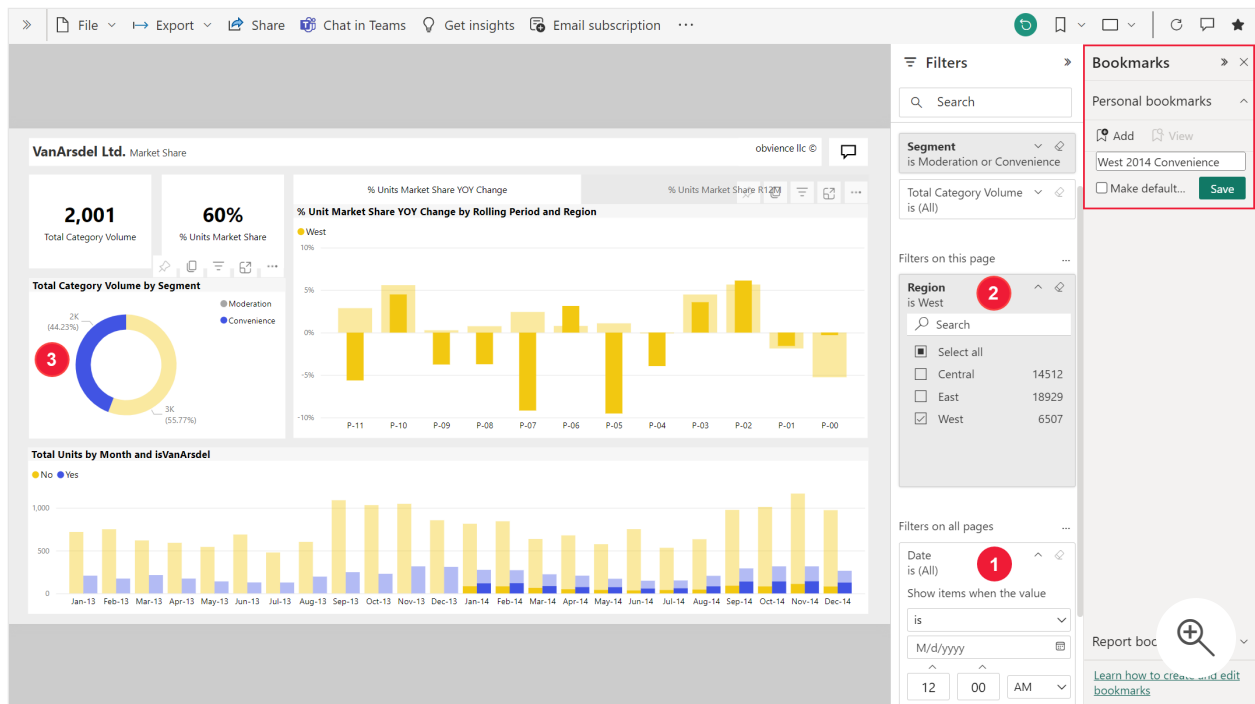
If you have edit permissions to a report, you can set and save other elements that are saved with a bookmark. For example, you can decide which visuals on the page are visible when the bookmark is selected. To learn more about the *report* bookmarks and the Selection pane, see [Using the Selection pane](#)

Create two different personal bookmarks

Configure a report page the way you want it to appear in the bookmark. The following example has filters applied to the default report page:

1. **Date** is changed to include All dates.

2. **Region** filter is changed to include only **West** .
3. A specific data point on the doughnut chart visual is selected. This selection cross-filters and cross-highlights the other visuals on the report canvas.

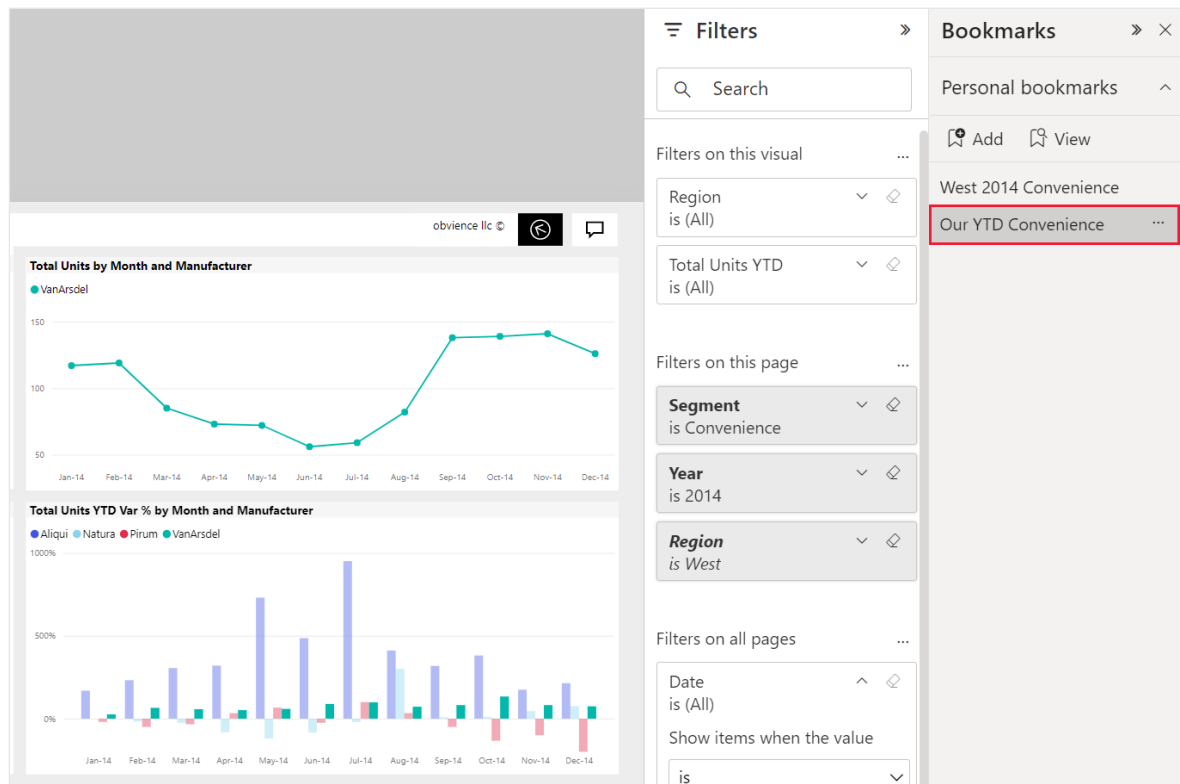


Create the first bookmark

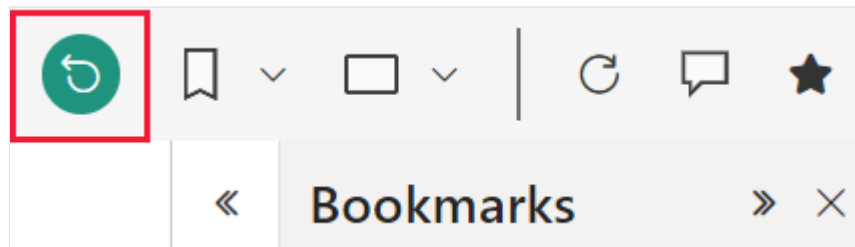
1. After your report page and visuals are arranged how you want them, from the **Bookmarks** pane, select **Personal bookmarks** > **Add**.
2. The personal bookmark gets a generic name, or you can enter a name. Select **Save**. To *rename, make default, delete, or update* your bookmark, select the ellipses next to the bookmark's name.

Create the second bookmark

1. Open a different report page and create another personal bookmark. The bookmark in the following example captures the YTD information for the VanArsdel company.

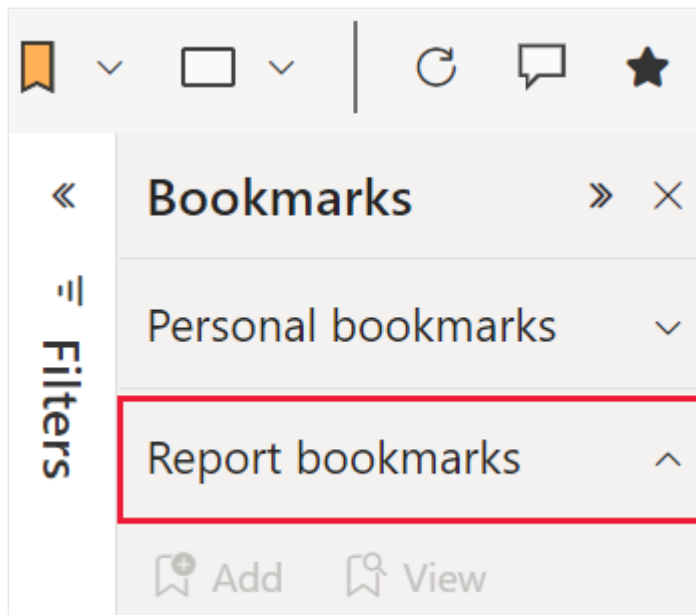


- Now that you have two bookmarks, switch between them by selecting the bookmark in the **Bookmarks** pane.
- To return to the original published view of the report, select the **Reset** icon, and then select **Reset** on the dialog.



Open report bookmarks

To view the report bookmarks created by the report *designer*, from the **Bookmarks** pane, select **Report bookmarks**.

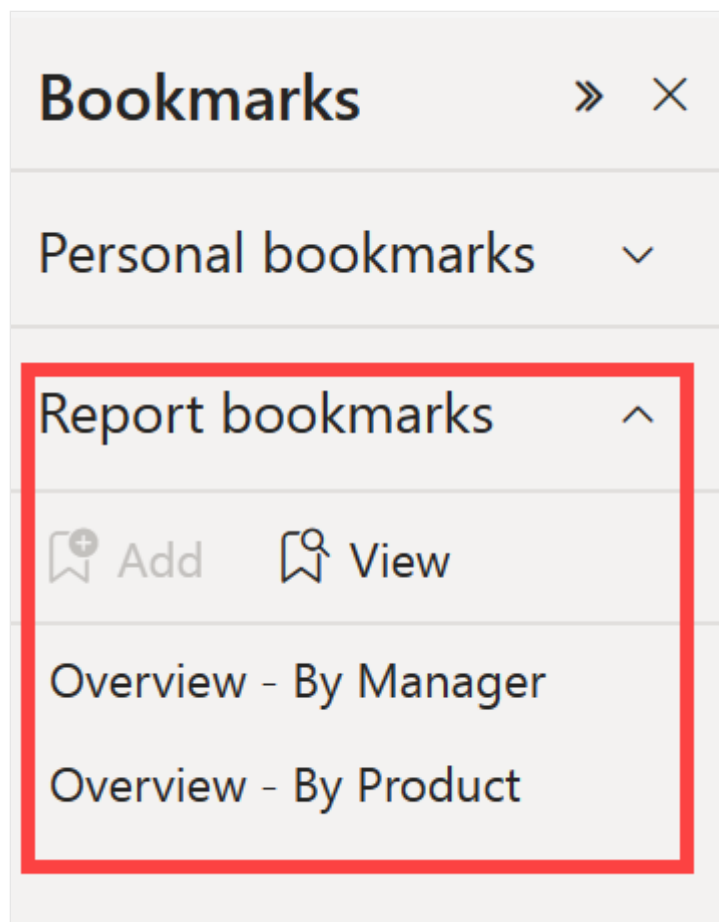


Note

To view shared reports, you will need a Power BI Pro or Premium Per User license, or for the report to be saved in Premium capacity. To learn more, see [Licensing](#).

Report bookmarks

If the report *designer* included report bookmarks, you find them under the **Report bookmarks** heading. This report page has two report bookmarks: Overview- By Manager and Overview-By Product.

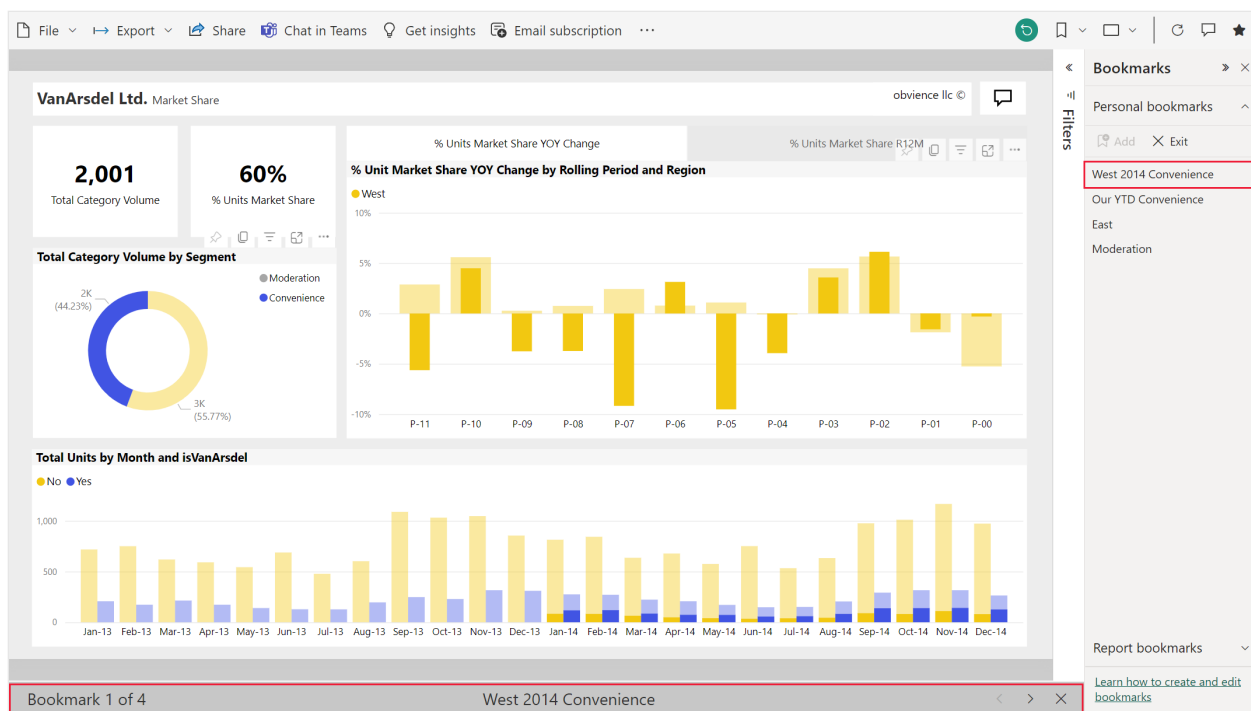


Bookmarks as a slideshow

To present or view bookmarks in order, select **View** from the **Bookmarks** pane to begin a slideshow.

When in **View** mode, notice the following features:

- The name of the bookmark appears in the bookmark title bar, which appears at the bottom of the canvas.
- The bookmark title bar has arrows where you can move to the next or previous bookmark.
- To exit **View** mode, select **Exit** from the **Bookmarks** pane, or select the **X** in the bookmark title bar.



In **View** mode, you can close the **Bookmarks** pane to provide more space for your presentation. While in **View** mode, all visuals are interactive and available for cross-highlighting, like they are when interacting with them in other modes.

Share changes

While you can't directly share your personal bookmarks with others, there are some workarounds. These workarounds require that you have one or both of the following:

- Pro or PPU license
- Permissions to content saved in a workspace in Premium capacity

Here are a few ways you can share your view with others:

- **Share your active view.** If you have a personal bookmark active when you share a report, recipients who have read access to the report see the bookmarked version of that report page. Recipients don't see your bookmark in their "Personal bookmarks" list. They see the result of your personal bookmark.

This personalized view of the report doesn't override the designer's original report or the designer's *report* bookmarks. Sharing with colleagues who don't already have read access requires reshare permissions. If you're unable to share your view of the report, contact the report owner to request reshare permission.


When you share the report, you can choose to include your changes.


Send link


Sales and Marketing Sa...

...

×


 Specific people can view and share >

 People with this link can view this report and use the data associated with it, regardless of its sensitivity label.


 Megan ×


Enter a name or email address


Add a message (optional)


☒ Include my changes 

Send

 Copy link

 Mail

 Teams

 PowerPoint

- **Chat in teams.** Similar to the previous method, with a personal bookmark active, you can share a report in Microsoft Teams. Select **Chat in Teams** from **More**

options on the top menu. In the **Chat in Teams** dialog, enter the name of the Team or Channel that you want to share to. Select **Share**. You can also copy and share the URL from the **Chat in Teams** dialog. For more information, see [Share personal bookmarks in Teams chat](#).

- **Use the comment feature.** With a personal bookmark active, add a comment. When other users select the comment, the current view is saved for them to view. For more information, see [Add comments to dashboards and reports](#).

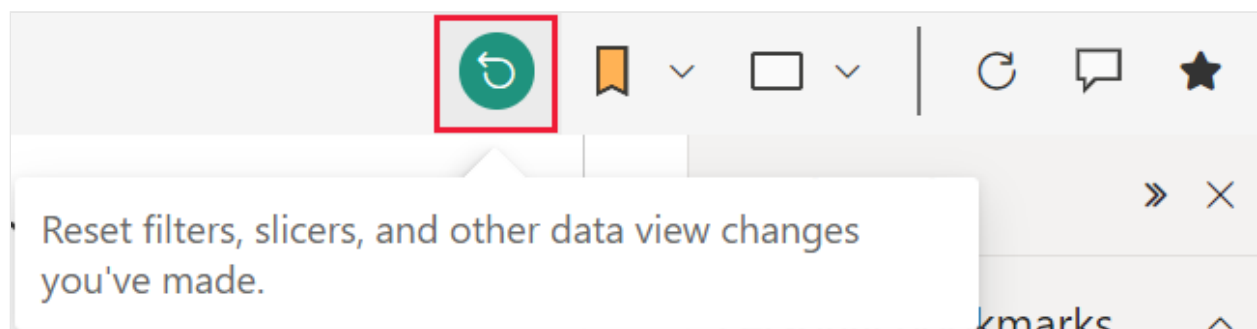
If you make changes to your personal bookmark after you share a report, it has no effect on your recipients' view. For example, if you share a report with a 2021 date filter applied and then change the year to 2022 in your bookmark, your recipient still sees the 2021 filter.

ⓘ Note

To share reports, you will need a Power BI Pro or Premium Per User license, or for the report to be saved in reserved capacity. To learn more, see [Licensing](#).

Reset all your changes to a report

From the upper-right corner of your report canvas, select **Reset to default**. This action removes all your changes in the report and sets it back to the designer's last saved view of the report. Resetting the report doesn't delete the bookmarks.



Considerations and limitations

In this release of **personal bookmarks**, there are a few considerations and limitations to keep in mind.

- The bookmark captures the state of the page at the time the bookmark was created. When someone selects the bookmark, Power BI attempts to show them that bookmark in its original report state. However, there are situations where

showing the bookmark isn't possible. For example, if the report owner changes the name of a field that is used by the bookmark, Power BI will no longer display visuals, filters, or slicers that use that field. Certain visuals will display no data for the renamed field. Filtered or sliced visuals will revert to the default view.

- Most Power BI custom visuals should work well with personal bookmarking. If you run into trouble with bookmarking and a Power BI custom visual, contact the creator of that visual, and ask them to add support for bookmarks.
- Generally, your personal bookmarks aren't affected if the report *designer* updates or republishes the report. However, if the designer makes major changes to the report, such as removing fields used by a personal bookmark, you'll receive an error message the next time you attempt to open that bookmark.
- Report bookmarks and personal bookmarks created in Power BI Desktop or in the Power BI service are recognized in the Power BI mobile apps for iOS and Android tablets and phones, and in the Power BI Windows app. However, bookmarks can't be created in these apps. For information about using bookmarks in the Power BI mobile apps and the Power BI Windows app, see [Reports in the mobile apps - bookmarks](#).
- Because personal bookmarks capture the exploration state of the current page, personal bookmarks don't capture changes to other pages. For example, if you have sync-slicers in your report and you personalize the sync-slicer to use a different field and capture a personal bookmark, then the personal bookmark only captures the slicer change on the current page.
- You can create up to 20 bookmarks for a single report.

Next steps

[Personalize visuals in a report](#)

Practice Assessment for Exam PL-300: Microsoft Power BI Data Analyst

Question 5 of 50

You need to create a bookmark that toggles the visibility of a visual.

This bookmark must only toggle the visibility state and perform no other action.

Which three configurations should you make? Each correct answer presents part of the solution.

☒ Disable the Data option.

✓ **This answer is correct.**

☒ Disable the Current Page option.

✓ **This answer is correct.**

☐ Disable the Display option.

☐ Enable the Current Page option.

☐ Enable the Data option.

☒ Enable the Display option.

✓ **This answer is correct.**

The current page capture allows the bookmark to navigate back to the page of capture. The data capture updates filters and drillthrough which should not occur for this bookmark. The display capture updates visual visibility on the report page.

[Add buttons, bookmarks, and selections - Training | Microsoft Learn](#)

[Overview of bookmarks in Power BI service reports - Power BI | Microsoft Learn](#)